

ACCOUNTING ADJUSTMENT FORM

Document Number: B2 _____

Enter **Trans Type** Below: **TO** = Expenditure
FI = Revenue

L N	Trans Type	Program Code	BOC/ RSC	Vendor Code	Reference Trans ID	Amount	I /D	Description (Limit - 30 Characters)	Closed in PVHT/PVLT
001									
002									
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
014									
015									
016									
017									
					TOTAL	0.00			

Prepared By:

Approved By:

Entered By:

Date:

Date:

Date:

Telephone Number:

Telephone Number:

Instructions for Completing the (B2) Accounting Adjustment Document

Line #	Enter a 3-digit number for each line from 001 to 030. Remember: For research purposes it is recommended each document be kept to 30 lines or less.
Trans Type	Enter: TO for an Expenditure Adjustment FI for a Revenue Adjustment
Program	Enter the 9-digit Program Code.
BOC	Enter the 4-digit Budget Object Code or 4-digit Revenue Source Code.
Vendor Code	Enter the Vendor Code related to the adjusting entry. If a one-to-one adjustment, use the vendor code cited on the original voucher. If for a mass transfer summarized to the major object class level of detail, use 02STANDARD. If this is an adjustment between AMS programs, use 02STANDARD.
Reference Trans ID	For one-to-one adjustments, reference the exact Trans Code and Doc ID Number of the original document. It is strongly suggested to use one-to-one adjustments whenever possible, however, there are extenuating circumstances which require mass transfers. In these cases, leave the Reference Trans ID blank.
Amount	Enter dollars and cents in the amount column.
I/D	Increase or Decrease – To transfer amounts from a particular accounting code, enter a “D” in this column. To transfer amounts to a particular accounting code, enter an “I” in this column. The increases and decreases for each document MUST equal zero. Note: The decrease goes on the first line of the entry.
Description	Limit of 30 characters – This field must specify information that can refer you back to the detail documents that made up your adjustment amounts.
Closed In PVHT/PVLT	Adjustments may be performed ONLY on CLOSED items.